

# The Geographic Information Center (GIC)

*Implementation Date:* Friday August 6, 2010

# The Geographic Information Center (GIC)

The Geographic Information Center (GIC) is a mapping system (much like a GPS) that provides driving instructions for addresses in cases a worker selects from their individual workload.

This new tool will be implemented on **Friday, August 6, 2010** and will be available statewide, to all CONNECTIONS users in both local districts and voluntary agencies.

**Confidentiality Message:** Please note that the information accessed through the Geographic Information Center is confidential Child Welfare data, and subject to the same confidentiality requirements and protections as data accessed through the CONNECTIONS application, or any other Child Welfare system or medium.

## How Do I Access the GIC?

Access to the GIC is through the **CONNECTIONS Reports** icon on the Citrix screen, through an application named *SharePoint*.

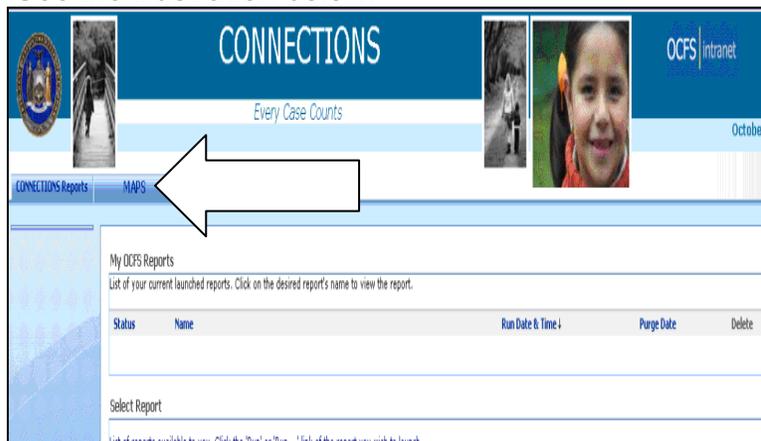


***“Click and Point Directions” to access the GIC:***

In order to access the GIC:

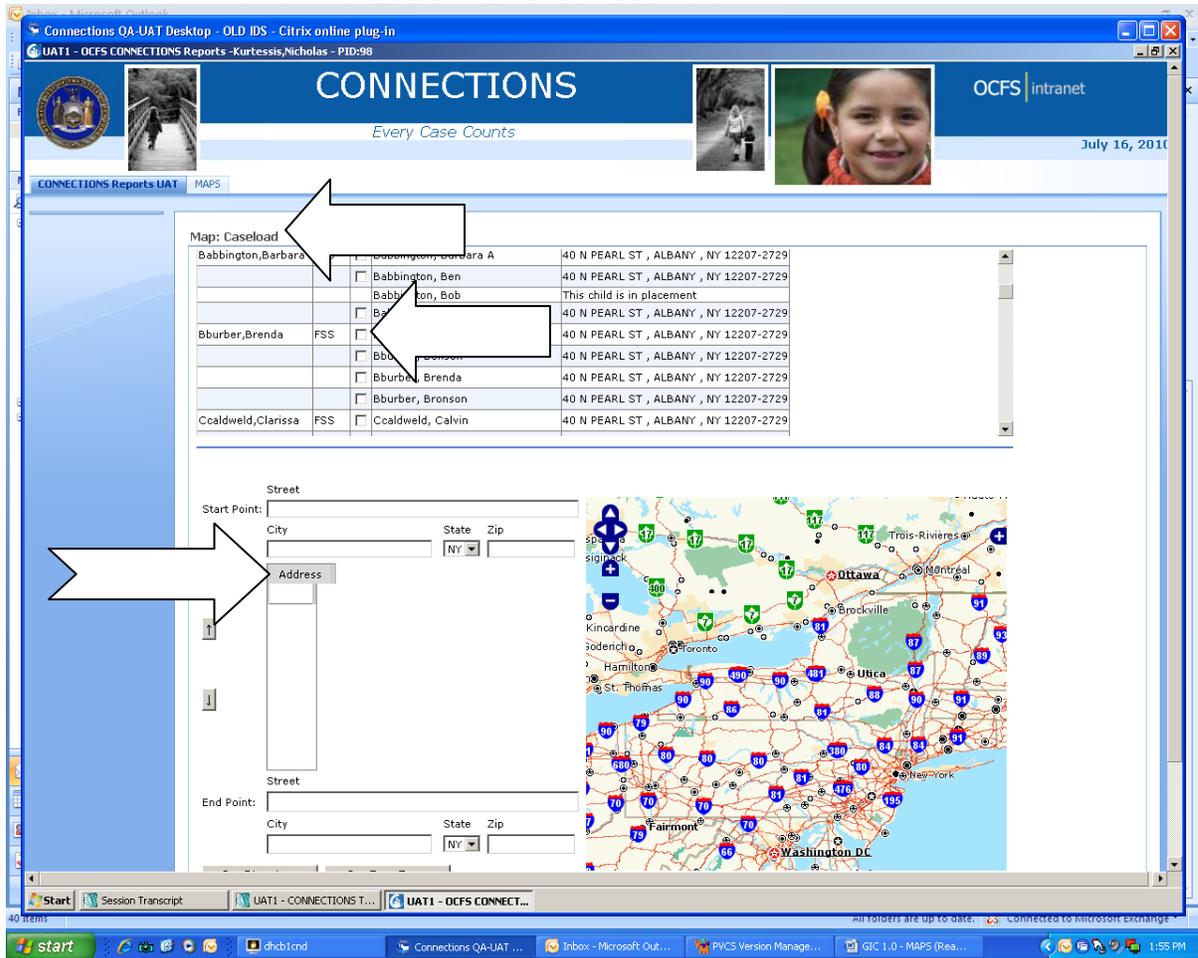
- click on the CONNECTIONS Reports icon - this will open the (SharePoint) window
- then click on the MAPS tab.

See the illustration below.



Once you click the **MAPS** tab, a grid, labeled Map: Caseload will display. The grid lists the stages on your workload displaying in alphabetical order.

See the illustration of the MAP: Caseload Grid below.



## MAP: Caseload Grid

The following columns are displayed on the Map: Caseload grid:

- Stage Name
- Stage
- Name
- Address (Primary Address for each person or address of the home/facility)

## How To Map an Address

### Checkboxes for Selection

The checkboxes for selection appear to the left of the Name (as shown in the illustration above).

- You should click the checkbox next to the name of the address that you want to map.
- The address will then display in the grid named *Address* to the left of the map.

### To Be Noted:

- If an incorrect address appears, it must be corrected within CONNECTIONS.
- It should be noted that there will not be a checkbox for persons with non validated addresses.
- A checkbox will not display for a child in a Family Services Stage with a current non-end dated program choice of Placement or Non-LDSS Custody. "Child in Placement" will appear in the Address column.
- For any person in the stage that has no Name and address entered in the 'Person Detail' window, the Map Caseload will display a blank row.
- For IAB/FC/DC or a FAD, the first entry under the name column will be the Name of the Resource with a check box for the agency address.
- If you have a very large caseload, the GIC will not be able to populate the Map: Caseload grid.

### Entry Fields

- An entry field for **Start Point** will exist and will be modifiable. Note that you must manually enter the Start Point.
- An entry field for **End Point** will exist that will be defaulted to the Starting Point and will be modifiable.
- The state will always default to NY.

### Address Mapping

- Up to fourteen addresses may be mapped at a time. Once fourteen addresses have been selected a pop-up message will alert you that the maximum number of addresses has been reached.
  - For each selected address, a point will be added to the map when the Get Directions pushbutton is selected.
  - De-selecting an address will remove it from the map when the Get Directions pushbutton is re-selected.
  - A **Reset** pushbutton will display under the Map: Caseload grid. Selecting the Reset button will clear all previous selections from the page, and reset the page.

### Reorder of Mapped Addresses

- You can reorder addresses by selecting the address and using the up and down arrows located to the left of the Address grid.
- Once the map is displayed, hovering over a point on the map will display the address and the name, age and role of the person at

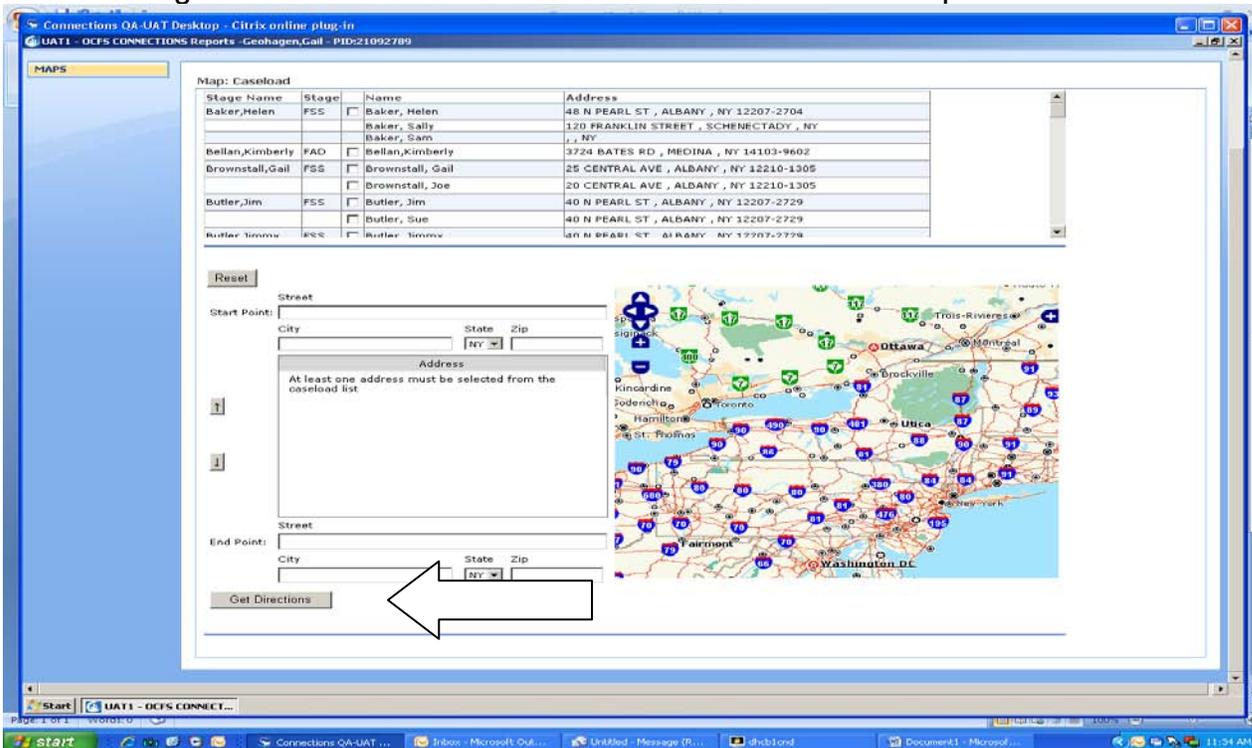
that address. Please note: if more than one person resides at the same address, and multiple people have been selected, the last person selected from the grid will be the person that displays in the hover over.)

### Address Validation

- Addresses that cannot be validated cannot be mapped.
- If you enter an address that cannot be validated in the Start Point field and/or End Point field, a pop up message will appear alerting you to change the address and retry the validation.
- In certain instances the address will validate with changes. You will then see the following message: “Modifications/Enhancements have been made to your Starting Address. Please review and select OK to get directions, or select Cancel to enter a new address.” The message will include the address with the changes.

### “Get Directions” Pushbutton

The following illustration shows the location of the “Get Directions” pushbutton:



## Address Stop Markers

- Each address stop will have a marker in the directions noting the beginning and ending address. See below for an example of the ending address:



5 Longview Dr  
Clifton Park, NY 12065

- Once a stop has been reached the total miles and estimated time will display in the following format:

*Miles: 3.5 mi - Estimated Time 06 mins.*

## The Hover Feature

The “Hover” feature appears over the **Stage Name and Name** in the Map Caseload grid and over each **Address** point on the map.

When the mouse hovers over a **Stage Name** the following information will be displayed in a “hover over” bubble:

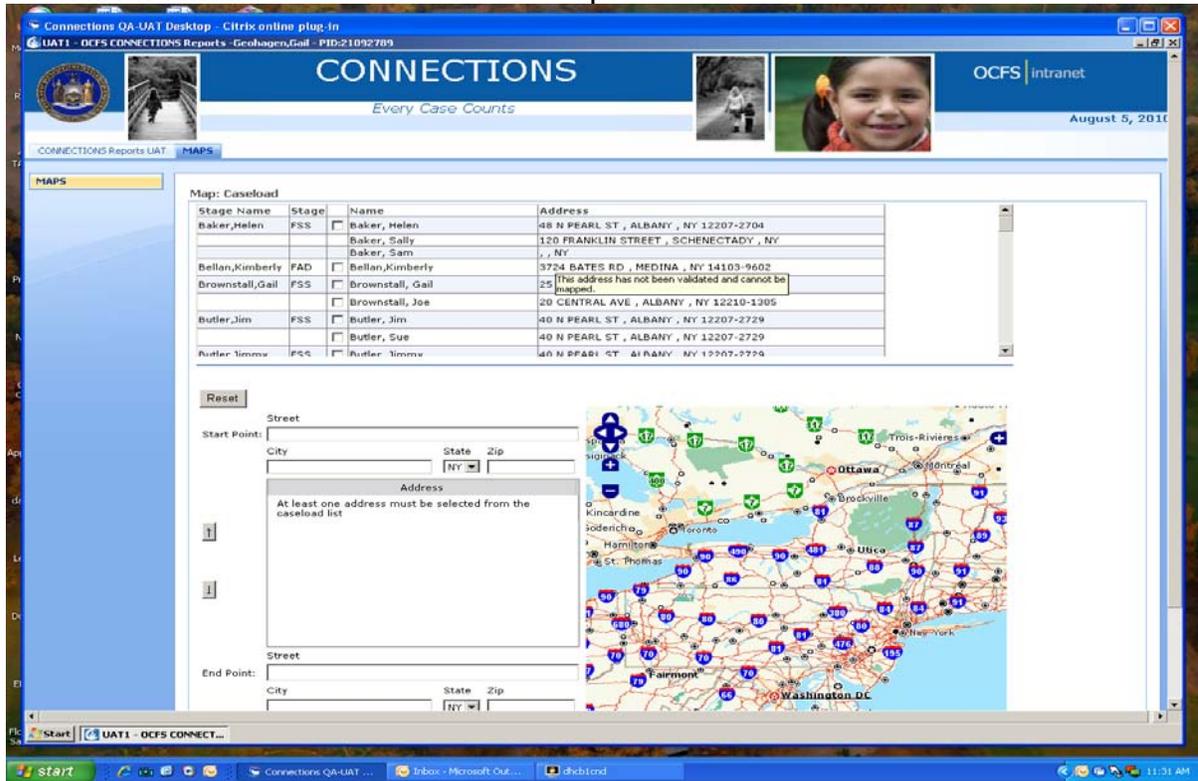
- Stage
- Stage Type
- Date opened: MM/DD/YYYY

When the mouse hovers over the **Name** the following information will be displayed in a “hover over” bubble:

- Relationship/Interest
- Role

When the mouse hovers over an **Address that has not been validated in CONNECTIONS** the following message will be displayed in a “hover over” bubble: *“This address has not been validated and cannot be mapped.”*

The **Hover** feature is illustrated on the map below.



## How to Print Directions

- To print mapped directions, select the **“Print Directions”** pushbutton.
- A separate window will open and display the full set of directions.
- Total Trip Time: XXX Miles - hours, Minutes

### Security Awareness Message:

Please be aware that the GIC directions that are being printed are confidential Child Welfare data, and need to be protected and disposed of in the same way as any data printed from CONNECTIONS or any other Child Welfare system. A security message will display with each set of Directions:

**\*\*\*\*WARNING\*\*\*\***  
**CONFIDENTIAL INFORMATION**  
**AUTHORIZED PERSONNEL ONLY**

- Once you select the **“Get Directions”** push button, a route will be generated based on the order of the addresses selected. A label will display at the top of the directions with the following information:  
**Driving directions to <Ending Address> X.Y mi - about X hours XX mins**

## Other Resources

- There will be a Web Based Training (WBT) further detailing how this tool works.
- For questions or issues related to the GIC you can send an email to the following mailbox address: [ocfs.sm.conn\\_app](mailto:ocfs.sm.conn_app)
  - \*\* A few points about the address: please note that there is an underscore in the address that has to be typed into the address in order for the email to be directed to the correct mailbox. Point two, if you are emailing 'out of our network' we ask that you tack on the following piece to the address: @dfa.state.ny.us or, @ocfs.state.ny.us or, @nysemail.state.ny.us.
- Regional CONNECTIONS Implementation staff are also available for any questions related to this, and any, implementation.